



## Rita Yazbeck

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### CAREER PROFILE

Dynamic, idealistic, open minded and results driven finance professional with more than 15 years of record of achievements and demonstrated success, while providing visionary leadership in highly competitive and demanding fields. Solid track record in financial analysis and reporting, auditing and integrated internal processes. Excellent organizational and project management skills complemented with effective communication. Possess the understanding and acclimating skills to work in a multi-cultural environment.

### EXPERIENCE IN A SNAPSHOT

	<b>Director of Finance</b> Cosmopolitan Hotels 2018 – until date	Cluster role, opening of 5-star deluxe property, more than 4 systems data migration to new platforms.
	<b>Finance Consultant</b> The Unit – Consulting & Asset Management 2016 – 2018	Setting and approving pre-opening budgets, yearly audits
	<b>Financial Controller</b> CAMPBELL GRAY HOTELS 2010 - 2015	Managing the hotel operations for 1.5 years, member of the committee setting SOPs and Standards
	<b>Finance Manager</b> OMD 2008 – 2010	Reset audit and collection policies & procedures specially during the financial crisis.
	<b>Acting Finance &amp; Business Support Manager</b> Intercontinental Hotels 2008 – 2008	Managed and controlled 2 systems' migration
	<b>Financial Accountant</b> Intercontinental Hotels 2002 – 2008	Achieved a well-formed experience by occupying AP, Income Audit, AR and financial accountant, hotel opening team member

## PROFESSIONAL EXPERIENCE

Jan 2018 – Till Date                      **Director of Finance** (Cluster role)  
**Cosmopolitan Hotels – Dubai, UAE**

- Managing a team of finance and procurement in the day-to-day operations for 2 hotels
- Controlling the risk management, financial planning, feasibility studies, cash flow management, implementation and maintenance of the budget and forecast.
- Preparing and reviewing financial and management reports for supporting the business to achieve the management goals.
- Reviewing and ensuring the finance policies and procedures are followed and in compliance with the overall policies.
- Reviewing and updating auditing procedures, VAT declaration reports, existing and new contracts.
- Member of the pre-opening team of Grand Cosmopolitan Hotel.
- Set the budget, opening working capital, CAPEX and FF&E required to operate Grand Cosmopolitan hotel

Jan 2016 – Jan 2018                      **Finance Consultant – freelancer based in Dubai**  
**The Unit – Consulting and Asset Management, Beirut - Lebanon**

- Hotels supported: 3 motels managed by Millennium in KSA (Tabouk, Giza and Riyadh), 1 hotel managed by Hilton in Riyadh, 1 hotel managed by Radisson in Makkah, 1 hotel managed by Radisson in Beirut.
- Analyzed and monitored financial and operational performance.
- Reviewed and confirmed management contract compliance.
- Optimized investment strategies.
- Supported pre-opening services (budgets, special requests)
- Performed yearly audits.

May 2010 – Sep 2015                      **Financial Controller**  
**Campbell Gray Hotels, Le Gray Beirut, Lebanon**

- Acted as GM in the absence of a GM for the last 1.5 years, member of the planning committee.
- Managed a team of finance, procurement and IT with focus on commercial achievement to meet the corporate requirements.
- Controlled the risk management, financial planning, feasibility studies, cash flow management, management information functions, implementation and maintenance of the budget and forecast.
- Prepared and reviewed financial and management reports for budget variances and supported by related analysis.
- Ensured policies and procedures are implemented and in compliance with the overall policies.
- Contributed in the decision-making processes related to administrative / financial and hotel activities.
- Facilitated smooth movement of the annual audit by extending necessary assistance / support to the statutory audit team and built on the resulted report to enhance audit/control system.

May 2010 – Sep 2012                      **Assistant Financial Controller**

- Member of the committee that created / updated company policies, procedures and SOPs.
- Prepared the VAT declaration report on a quarterly basis.
- Prepared the month end Financial Statement.
- Handled the weekly cash flow forecast plan.
- Assisted the Financial Controller in setting the Hotel Budget.
- Prepared the audit file in the mid and end of the year.
- Performed the one to one and yearly performance reviews for the finance team and career growth development.

Aug 2008 – May 2010                      **Finance Manager**  
**OMD, Optimum Media Direction, Dubai - UAE**

- Managed the credit and payables teams
- Supervised the ASI group (buyers / billing group)
- Met and negotiated with clients, set guidelines on payment terms specially during the financial crisis
- Prepared the monthly reports, financial statement.

- Handled the cash flow planning
- Worked closely with department directors to set the forecast (quarterly)

**Jan 2008 – Aug 2008                      Acting Finance & Business Support Manager**  
**Holiday Inn Dunes Hotel, IHG – Beirut, Lebanon**

- Upgraded the old Back Office System (Fidelio) to SUN system following IHG standards.
- Upgraded the old Fidelio FB system to Food Beverage & Materials System FBM (re-organized cost centers and set new purchasing policies.)
- Updated & redefined Finance internal policies and procedures.
- Handled the cash flow forecast plan
- Reviewed and approved hotel's contracts (Sales contracts and Purchasing contracts)
- Handled the Hotel Budget & the rolling forecast.
- Provided on job trainings for the finance team

**Jun 2002 – Jan 2008                      Financial Accountant**  
**Crowne Plaza Hotel, IHG – Beirut, Lebanon**

- Assisted the Financial Controller in the day-to-day operation and in setting the yearly Budget.
- Updated the rolling forecast on regular basis.
- Handled the Balance Sheet Reconciliation.
- Handled the end of month financial closing.
- Liaised with the ministry of Finance (LTO & VAT Divisions)

**Nov 2002 – Jan 2004                      Income Auditor**

- Supervised and directed the activities of the Night Audit.
- Interacted and cooperated with Cashiers, Receptionists, Restaurant Cashiers, Night Auditor, reservations and other section of Accounting as appropriate.
- Worked with the outside auditors (KPMG) and IHG auditors, generated the audit reports, planned and implemented new audit policies accordingly

**Jun 2002 – Nov 2004                      Account Payable**

- Pre-opening: assisted in setting the Policies & Procedures for the Finance Department
- Performed all Accounts Payable Tasks (Posting invoices on Sun System, Preparing checks for suppliers...)

## **CAREER DEVELOPMENT**

- |   |                              |
|---|------------------------------|
| - Emotional Intelligence EQ             | - Service Leadership Program |
| - EQ & Leadership fundamentals          | - Cultural Awareness         |
| - Leadership customized program         | - World of Welcome           |
| - Managing Training & Development (MTD) | - Make it Happen             |

## **EDUCATION / PROFESIONAL TECHNICAL CERTIFICATION**

Sep 1998 – Jan 2002	BA Auditing	Holy Spirit University, Lebanon
Jan 2002 – May 2002	Training Program	Intercontinental Phoenicia Hotel
Aug 2000 – Sep 2000	Internship	Bank Of Beirut

## **PERSONAL INFO**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| - Date of Birth: 30 August 1978      | - Nationality: Lebanese               |
| - Marital Status: Married            | - Languages: Arabic, English & French |
| - References: available upon request |                                       |